Chittenden County Municipal Government Response to COVID-19
March 18, 2020 4 pm

Bolton - http://boltonvt.com/
- The Bolton Town Office is closed to the public. Town Office staff are available by phone and email during regular business hours.
- All non-essential town board, committee and commission meetings have been cancelled until further notice.
- All payments (taxes, dog licenses) and/or applications (DRB, marriage license) to be left in a secure drop box. The late fee for dog licensing has been waived until May 1, 2020.
- Call or email prior to coming to the office.

Burlington - https://www.burlingtonvt.gov/covid-19
- EOC open.
- Declaring an emergency in order to exercise emergency powers to protect public health and safety.
- Ordering the closing of all bars and the cessation of in-person dining -- Governor Scott announced that bars and restaurants will close for in-person drinking and dining until April 6.
- Cancellation of all Board and Commission meetings, with the exception of the Board of Finance and City Council meetings on March 23, through March while a plan a for remote public meetings is developed. Please look out for additional information on remote plans for these two March 23 meetings.
- Closing or restricting access to all City buildings and curtailing many City services in the interest of social distancing, starting Wednesday, March 18 and continuing at least until April 6.
- Suspending disconnections of municipal utility services for non-payment until further notice and working to put together a broad relief package.

Charlotte - https://www.charlottevt.org/
- The Charlotte Senior Center has closed until April 30th and the Charlotte Library has closed until April 6th.
- The Selectboard will be meeting on 3/26 to discuss any other actions.

Colchester - https://colchestervt.gov/
- Declaring an emergency as per Colchester emergency management ordinance.
- Cancelled Library and Recreation Programs.
- Before/after school care concludes 3/17.
- IT/Finance/HR are working remotely in groups of half their numbers or splitting time.
- The Selectboard is holding a special meeting 3/17, at which they will approve annual emergency operations plan and is considering cancelling all non-essential meetings and use of Town buildings by outside groups until April 13th. This would include the Selectboard.
- Encouraging people to call, email and use drop box outside. More taxes were paid by mail than usual.
- All programs offered by the Colchester Parks and Recreation are cancelled or postponed beginning March 16th through April 6th.
The A.C.E. After School Programs at CMS, MBS, PPS & UMS will be closed as of Wednesday, March 18th. The earliest that the A.C.E. program could resume would be April 7th.

Colchester Youth Lacrosse (CYL) season start date will be delayed until further notice.

Colchester Playgroup held at the Colchester Meeting House is postponed until further notice.

The Winter Concert at CHS scheduled for March 27 is cancelled.

Essex and Essex Junction - https://www.essexjunction.org/
- Asking residents to do municipal business by phone, email or drop box whenever possible.
- The Essex Senior Center will be closed starting March 16th until further notice.
- Starting March 16 the Essex Senior Bus will be used only for medical(non-emergency), pharmacy and grocery store trips.
- Access to municipal meeting rooms for non-municipal meetings will be reduced or eliminated starting March 16th.

Hinesburg - https://www.hinesburg.org/
- Effective Monday, March 16, the Hinesburg Town Hall will be closed to the public. All meetings and functions at Town Hall have been cancelled until further notice.
- All Recreation programs have been cancelled including those that were scheduled at other locations in town.
- Town Hall staff will continue to operate either remotely or at Town Hall.
- Staff will be available to assist the public by phone or via email Monday through Friday from 8:00 am- 4:00 pm.
- The Selectboard meeting on March 18 will be conducted remotely.

Huntington - https://www.huntingtonvt.org/
- Selectboard meetings will be limited to essential business only, and information will be provided to the public on how to participate remotely.
- DRB meetings will be limited to essential business only, hearings will be rescheduled if at all possible, and information will be provided to the public on how to participate remotely.
- All other non-essential in-person meetings of Town boards, committees, and commissions are cancelled until further notice.
- The deadline for registering dogs has been extended until May 1, 2020.
- The Town Clerk’s Office is closed.
- The Huntington Public Library is closed.
- Effective March 9, 2020, all senior programs & activities sponsored by the Community Senior Center of Richmond, Huntington & Bolton have been suspended—including all those that are held in Huntington.
- Town has suspended holding any events in the Town Hall building.
- Where possible committee, board & commission meetings are being suspended and remote call-in will be encouraged.
- Pancake Breakfast schedule for 3/21 has been postponed to May 2.
- Organizations providing services locally (HERO – Town Elderly Resources Committee); Neighbor Helping Neighbor (emergency financial assistance for Huntington residents); Edward Heyman’s Soups On, Meals on Wheels & local school (meal deliveries); and the Town Emergency Management Team have formed a coordinating committee.

- The Town Hall is closed to walk-ins. Individuals will need to call or email the appropriate staff person who will then figure out how to assist them remotely.
- The Town Clerk will be scheduling appointments for anyone who needs to research land records in order to keep the number of people in the office at one time to a minimum.
- Cancelling all non-essential public meetings and limiting SB meetings to business that is absolutely necessary. Asking people not to attend meetings and instead, view them on a live stream and email questions before the meeting.


- Essential Town Selectboard and DRB Meetings will continue as scheduled for now. The public is encouraged to participate and engage remotely. Planning Commission, Economic Development Commission, and Conservation Commission meetings are cancelled until further notice.
- Access to town offices is by appointment only. For those who must visit there will be hand washing stations to use before entering employee work spaces. Town staff stands ready to assist residents over the phone.
- There is a secure drop box available near the rear entrance of Municipal Building that is checked daily. Please put all payments in the drop box. Mail water bills to the address on the slip and wait for your check to clear as your receipt.
- Public use of meeting spaces in the Town Hall, Library, Fire Station and Police Station is suspended. Community room is closed.
- Dog Licenses can be submitted using the mail. Late fees will be waived.
- School closed for all students beginning Wednesday, March 18, 2020 and ending April 6, 2020. At which time closure will be re-evaluated.
- No public access to the Fire or Rescue Departments except for duty crew. Trainings are cancelled.
- Rescue call procedures:
  - Dispatch will screen people by asking three questions.
  - Rescue crew will contact hospital ahead of arrival.
  - Transfer of patients happens outside of the hospital.
  - Rescue crew decontaminates all equipment after every call, even if there are no symptoms.
- Library is closed and library programs are cancelled. There will be no fines for overdue books. Book drop is open.
- Will not be activating water shutoffs.
- Stopping all meter replacements until further notice.
- Title searchers will be allowed by appointment only.
- All recreational programs have been cancelled until the end of April and people are discouraged from going to the park.
- Planning and zoning and assessor switching to appointments only.
- If staff feels ill, do not come to work. Staff must speak with their supervisor when calling in so that they can be asked the three questions.

- The Town Center, which holds the Town Clerk’s Office and the municipal staff offices is closed. Staff may still work but public access is by appointment only.
- All visitors to the Town Center are asked to use the hand sanitizer that is available at the entrance. Visitors are also reminded to stay six feet away from people and limit what they touch.
- Staff members who can work from home will do so as much as possible.
- People who are dropping off a payment should use the drop-box located to the left of the main entrance to the Town Center
- The Richmond Free Library is closed. The drop-box located in the Town Center parking lot near the library entrance should be used to return items to the library
- The library will offer limited services after the initial closure. These services will include lending of materials to patrons who reserve online or by phone.
- Police Dept., Fire Dept., Water Resources Dept., and Highway Dept. will operate with regular hours.
- Police officers will still physically respond to major incidents such as homicides, crimes in progress, domestic assaults, and motor vehicle crashes with injuries.
- As needed, police officers may use social distancing and personal protective equipment when responding to calls for service. Any non-emergent calls for service will be handled by telephone.
- Police officers will continue to patrol the town. What used to be stopping for a chat, will now look like a smile and a wave.
- For the time being Town Board/Committee/Commission meetings will be held on their usual days and times.
- All meetings will offer a call-in number for Board/Committee/Commission members and the public
- There will be one member of the Board/Committee/Commission or a staff member in the Town Center for each meeting to keep a central meeting place as per statute. But, members of the public and Board/Committee/Commission members are highly encouraged to call into the meetings.
- Selectboard, Planning Commission, Development Review Board, and Water and Sewer Commission meetings are also broadcast live online at [https://livestream.com/mmctv](https://livestream.com/mmctv)

**Shelburne** - [https://www.shelburnevt.org/](https://www.shelburnevt.org/)

- Complete moratorium on all meetings or events that are either sponsored by the Town or hosted in any municipal facilities, including Town Offices and Gym, Library, and Historic Town Hall. This moratorium will extend until at least April 17th.
- Adjusting food shelf operation to keep it open for those in need while limiting risk/exposure by limiting the number of volunteers helping; wearing gloves; keeping patrons in cars; setting up a table outside; volunteers gather food requests and deliver to the outside table; patrons then exit their cars to retrieve food. No patrons inside the building or food shelf stockroom.
- Library closed; staff will deliver books to patrons’ cars if they call ahead to request specific titles.
- The Wastewater Department remains on call for issues that may arise.
- Buildings and Grounds will continue their cleaning and maintenance activities.
- Finance and Assessing remain available for questions.
The Manager’s office is open and available for whatever may be needed.
Police, Fire, and Rescue will continue 24/7/365 coverage to the best of our abilities.
The Town Clerk’s office will help as best they can, but will not be processing any applications (such as passports) in person. Dog License paperwork may be mailed in.
Planning and Zoning will use a combination of remote- and on-site staffing. Applications may be filed electronically or by mail.

St. George - https://www.stgeorgevermont.com/
- Town office is closed until further notice to the public. Clerk will be working in the office and assisting via email and phone.
- Selectboard's monthly meeting originally scheduled for this Thursday, March 19th, is cancelled.
- Dog license deadline is extended to May 1.

South Burlington - http://www.southburlingtonvt.gov/
- The public are being asked not to visit City Hall but to conduct business via phone, online, email or snail mail.
- Public use of meeting spaces in any City facility is suspended.
- With the exception of City Council, Development Review Board, and Planning Commission meetings, all other public meetings have been cancelled. For City Council, DRB and PC meetings, they are encouraging the public to participate remotely and will provide information on their website (www.sbvt.gov), as to how to do so.
- All meetings that staff would have on-site with vendors, visitors, etc. are transitioning to off-site, online, or via phone. (Public-facing offices will continue to work with the public as they currently do.)
- Recreation programming has been cancelled until further notice.
- The library at the UMall will be closed as of 2:00 PM 3/17.
- City staff will work from home if they can. Flex time will also be available.
- The PD and Fire Department are closed to the public. All critical functions will be continued.
- Planning and zoning documents are now available on line.
- Clerk is putting together a plan to allow limited access (only a few at a time) into her office for access to her files

Underhill - https://www.underhillvt.gov/
- The Underhill Town Office is closed to the public until further notice. The Board will reevaluate the need for the closure on April 23rd.
- The Town Office staff will remain available to assist by phone and email during regular business hours; Monday through Thursday, 8:00 am to 4:00 pm.
- Tax payments, dog license renewals, zoning applications and other payments and applications can be mailed, left in the drop box, or scanned and emailed if applicable. The late fee for dog licensing has been waived until May 1, 2020.
- For residence, copies of tax bills and tax status reports, lister cards, etc. can all be handled electronically. The town will respond to requests via phone and email to the extent they can.at a
- For title searchers, make an appointment with the town clerk. Only a couple of people will be allowed in at a time.
Westford - https://westfordvt.us/
- Asking residents to limit visits to the town office to tasks that cannot be done by phone or email.
- 3/16 Selectboard meeting will be via conference call and will discuss how to handle town business while protecting public health during Coronavirus/COVID-19 pandemic.

Williston - https://www.town.williston.vt.us/
- Essential Town Board Meetings will continue as scheduled for now. The public is encouraged to participate and engage remotely.
- Access to town offices is by appointment only. For those who must visit there will be hand washing stations to use before entering employee work spaces. Town staff stands ready to assist residents over the phone.
- There is a secure drop box available near the rear entrance of Town Hall that is checked daily. Please put all payments in the drop box. Mail water bills to the address on the slip and wait for your check to clear as your receipt.
- Public use of meeting spaces in the Town Hall, Library, Fire Station and Police Station is suspended.
- Library is closed to the public.
- Recreation programming will be host-space dependent.
- The Williston Fire Department will not be providing car seat checks.
- Dog Licenses can also be submitted using the mail. Mail the Town Clerk’s Office a check and a valid rabies certificate, and staff will mail you your tag.

- Municipal buildings are now closed to the public. Essential services will be maintained with minimal staffing.
- Police, Fire, and Public Works services remain fully operational but at minimal staffing levels.
- Service at the City Clerk’s Office is by appointment only. Please call 802 655 6410 to schedule an appointment for time-sensitive, non-electronic needs. All requests will be responded to within one business day. Time with property records will be limited to two people at a time. All requests that can be done on-line or electronically will be accommodated in that fashion.
- Those who are able will be working remotely. All other non-essential staff will not be reporting to work.
- Policy Commissions – Charter, Housing, Finance, Municipal Infrastructure, and Safe Healthy Connected People commission meetings will be canceled until April 15th.
- City Council Meetings – meetings will be held on schedule; however, a teleconferencing option will be made available to the Council, Staff, and community who would prefer to participate from home.
- Development Review Board – the meeting currently scheduled for Thursday, March 19th, will be convened for the sole purpose of rescheduling the hearings to April 16th. No other actions will be taken.
- Winooski Senior Center – based on the recommendations for people 60 years of age and older to avoid gatherings, the Winooski Senior Center is closed until further notice. Contingency plans are in place for Meals on Wheels deliveries.
• Winooski Memorial Library – provisions for reading or viewing materials to be delivered at home or for curbside pickup at the Library. Access to ebooks and audiobooks is also available 24/7 through web resources.
• In an effort to support takeout/pickup and short visits to downtown businesses, the City of Winooski has suspended parking enforcement and ticketing at all downtown on-street parking spots. These courtesy spaces are available effective immediately and for the foreseeable future. The parking garage will operate and be enforced as normal.
• All non-essential inspections are suspended for the foreseeable future. Housing complaints will continue to be processed.
• The deadline for dog license renewals is extended from April 1 to May 1, 2020. As a reminder, you can request this license online if you have a current rabies certificate for your pet and we will mail the license to you.
• All disconnections due to utility non-payments are canceled for the quarter.
• The State Advisory Council on Historic Preservation Meeting on 3.19.20 can be attended remotely. The visual portion of the meeting will be conducted via GoToMeeting and the audio portion of the meeting will be conducted via teleconference.